Transfer Policy

Policy Statement
Sage Institute of Education (the Institute) has a flexible transfer policy that may enable a student to transfer from one cohort (class study group) to another to accommodate their individual learning needs and unexpected interruptions to their studies to enhance each student’s graduation potential. This policy may be enacted for students who have commenced their course only if the needs of a student cannot be met in the first instance by the Institute’s Student Support Tutorial Program (where applicable), or alternative study arrangements with a Lecturer (Trainer). This policy may be enacted at any time for students who have not commenced their course.

1. Definitions
1.1 Transfer: A transfer occurs when a student chooses to transfer from one class study group to another. In order to accommodate a student’s learning needs or an unexpected interruption in the studies, a student may be able to transfer, from any point in a VET unit of study, from one class study group to another class study group for up to 6 months after leaving the initial class study group (any transfer will be subject to National Training Package transition requirements).
1.2 Census Date: A census date is a date set by the Institute, no earlier than twenty percent of the way through a VET unit of study, and is the last day a student can withdraw from a unit of study without becoming financially liable for that unit of study.

2. Guidelines
2.1. This section is applicable to students who are enrolled but have not commenced their studies in their original class study group and transfer to a new class study group; and students who defer their studies before the census date.
2.1.1. The abovementioned students (2.1) will not become financially liable for the original unit of study, and if that student has applied for a VET FEE-HELP loan, the student will not incur the VET FEE-HELP debt in accordance with the VET FEE-HELP guidelines until reaching or passing the census date applicable in the new unit of study they transfer into.
2.2. This section is applicable to students who are enrolled and have commenced their studies and who transfer after the census date.
2.2.1. The abovementioned students (2.2) will be financially liable for that unit of study, and if that student has applied for a VET FEE-HELP loan, the student will incur the VET FEE-HELP debt in accordance with the VET FEE-HELP guidelines.
2.3. A transfer fee may apply.

3. Important Note
3.1. If a student commences their studies and remains enrolled in a unit of study, and has not Cancelled, Deferred, or Transferred their enrolment on or before the census date, then that student will be financially liable for that VET unit of study.
3.2. It is the responsibility of the student to attend the class study group they have enrolled into and it is the responsibility of the student, not the responsibility of the Institute, to arrange to Cancel, Defer, or Transfer a student enrolment.
3.3. A student who has enrolled and who does not attend any of the enrolled class study group sessions will not be financially liable for that VET unit of study.
4. Process
   4.1. This section is applicable for students who have not commenced their studies.
       4.1.1. A Careers Team member will allocate the student into another class study group at a
time suitable to the student and the Institute. The team member and the student will
update the enrolment record details.
   4.2. This section is applicable for students who have commenced their studies.
       4.2.1. The student must refer to their Trainer, or campus Lead Trainer, who will determine
the student’s progress throughout the course and identify a point in a new class study
group which is appropriate to the level of training completed by the student. This will
be completed at a time suitable to the student and the Institute. The team member
will arrange to complete a Transfer Request Form and update the enrolment record.

Publication
This Transfer Policy will be made available to students and those seeking to enrol with Sage Institute
of Education through publication on the company website: www.sage.edu.au.

Status: Updated Policy

Key Stakeholders
Careers Team
Administration Team
Training Team
Quality Team
Student

Responsibility
It is the responsibility of the General Manager to ensure compliance with this policy.

Related Documents
Transfer Request Form
VET FEE-HELP Information Booklet
Request for VET FEE-HELP Assistance Form

Date Effective: 1 April 2015
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Policy Author: Group Administration Manager